



SAEED AHMAD KHAN

Administrative Assistant

Objective

Detail-oriented and highly organized Administrative Assistant with a proven track record of efficiently managing office tasks and supporting executive teams. Seeking a dynamic role where strong communication, multitasking, and problem-solving skills can contribute to the smooth operation of the organization

CONTACT

Address:

Dubai, United Arab Emirates

Cell Number/Whatsapp:

+971 56 872 8947

Email:

sahmadkmath@gmail.com

Date Of Birth:

07-April-2000

Sex:

Male

Nationality:

Pakistan

SKILLS

Ms Excel:	<div><div></div></div>
Ms Word:	<div><div></div></div>
Ms Power Point:	<div><div></div></div>
Google Sheet:	<div><div></div></div>
System Operating:	<div><div></div></div>
Typing speed(45WPM):	<div><div></div></div>
Emailing:	<div><div></div></div>
Cummuication:	<div><div></div></div>



EDUCATION

Bachelor of Science in Mathematics: (2018-2022)

University of Swat,Pakistan

Higher Secondary School Certificate (HSSC): (2016-2018)

Intermediate (Pre-Engineering) Govt. Higher Secondary School Fatehpur,
Tehsil Matta, District Swat,Pakistan (BISE Swat)

Secondary School Certificate (SSC): (2016)

Matric (Science) The Swat Grammar School & College, Tehsil Matta,
District Swat, Pakistan,(BISE Swat)



CERTIFICATE

Occupational Safety and Health Administration (OSHA): (2023)

HSE Academy Pvt Ltd

Diploma in Information Technology (DIT) (2021)

Board of Technical and Professional Education (BTPE) , Pakistan



EXPERIENCES

Administrative Assistant

The Swat Grammar School & College, Swat, Pakistan
(Sep 2022-Nov 2023)

- Managing schedules and calendars for teacher and students.
- Organizing meetings,including scheduling, sending invitations, and preparing materials.
- Coordinating travel arrangements and accommodations.
- Performing data entry and maintaining databases.
- Handling incoming and outgoing correspondence, emails and phone calls.
- Assisting with document preparation, formatting and editing.
- Greeting and assisting visitors and clients.
- Providing general administrative support to the team.
- Handling confidential information and its proper use.

Section Head

The Crescent School System, Swat, Pakistan
(March 2016 - Aug 2022)

- Lead recruitment efforts, conduct interviews, and manage hiring processes at Crescent School System.
- Collaborate with departments, develop job descriptions, and ensure compliance with employment regulations.
- Shape a positive work environment by bringing in top talent to contribute to our educational excellence.

LANGUAGES

English:

Urdu:

Pashto:

HOBBIES

Cricket

Swimming

Watching Movies

Reading Book

Walking

Hiking



REFERENCES

Mr. Rafi Ullah, Associate Professor at Govt AKL PG
College Matta,
Raphee.maths@gmail.com, +923339484307

Mr. Dr Muhammad Iqbal, Associate Professor at Govt
AKL PG College Matta,
iqbalmuhammadpk78@yahoo.com, +923466413040

Mr. Rahim Ullah Principal at The Swat Grammar School
& College,
swatsgs@gmail.com, +923331677444

Mr. Ismail Khan, Principal at the Talent World School &
College,
twscmatta@gmail.com, 923339437881

Mr. AbdUllah Khan, Director at The Crescent School
System,
Engrabdullah5@yahoo.com , +923442233444

Mr. Fazal Khaliq, Principal at the Smart Children
Academy,
smartcamatta@gmail.com , +923002637785

Mr. Izhar UI Haq, Principal at Swat Eagle Model School &
College,
semsedu9@gmail.com , +923469467470